



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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Janet Napolitano
Governor

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Director

May 3, 2004

WORKFORCE INFORMATION MEMO (WIM) #03-04

SUBJECT: Workforce Investment Act (WIA) PY2003 Annual Report

In our continuing efforts to keep Local Workforce Investment Areas (LWIAs) current on the timing of Workforce Investment Act (WIA) reporting, the following information concerning the PY 2003 Annual Report is provided:

- **TRAINING AND EMPLOYMENT GUIDANCE LETTER (TEGL) NO. 14-03** – Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD) and the Annual Report under Title 1B of the Workforce Investment Act (WIA). **See Pages 5-6, Section 6.**
- **TEGL 14-03 - Attachment I** - Time Periods to be reported in the WIA Annual Reports for PY 2002 and PY 2003
- **TRAINING AND EMPLOYMENT GUIDANCE LETTER (TEGL) NO. 14-01, Change 1** – Guidance on the Workforce Investment Act (WIA) Management Information and Reporting System and its attachments can be found at:
<http://www.doleta.gov/usworkforce/documents/tegl/>

a. Due Date. The due date for the state's PY 2003 Annual Report has changed from December 1, 2004 to October 1, 2004. Thus, the PY 2003 report will be due October 1, 2004 to Department of Labor – Employment & Training Administration (DOL-ETA).

b. Time Periods for Performance Measures. The time periods are being revised to fulfill DOL-ETA's responsibilities to report to Congress the financial and performance results of Federal programs in a timely way, and to better inform Congressional budget decisions. Other reasons for the revisions include (1) allowing all states to report the same full four quarters of data for a given performance measure, (2) providing DOL-ETA with the most recent complete information available for each performance measure, and (3) enabling states to meet the new reporting timeline. The following chart details the revised time periods within which each performance measure will be counted:

Performance Measure or Reporting Item	Time period to Be Used for PY 2003 Annual Report
Total Participants	The four quarters from July 1, 2003, through June 30, 2004
Exiters Younger Youth Diploma or Equivalent Rate Younger Youth Skill Attainment Rate	The four quarters from April 1, 2003, through March 31, 2004
Participant Customer Satisfaction Employer Customer Satisfaction	The four quarters from January 1, 2003, through December 31, 2003
Entered Employment Employment and Credential or Credential Rates	The four quarters from October 1, 2002, through September 30, 2003
Employment Retention Earnings Change/Replacement in Six Months Younger Youth Retention	The four quarters from April 1, 2002, through March 31, 2003
12-month Employment Retention 12-month Earnings Change/Replacement	The four quarters from October 1, 2001, through September 30, 2002

ACTION REQUIRED: Please distribute this memo to all staff responsible for programmatic and fiscal oversight.

Please feel free to contact Ms. Pat Gregan at (602) 542-3957 if you have questions regarding this memo.

Sincerely,



Lela Alston
WIA Section Manager
Employment Administration/WIA Section

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